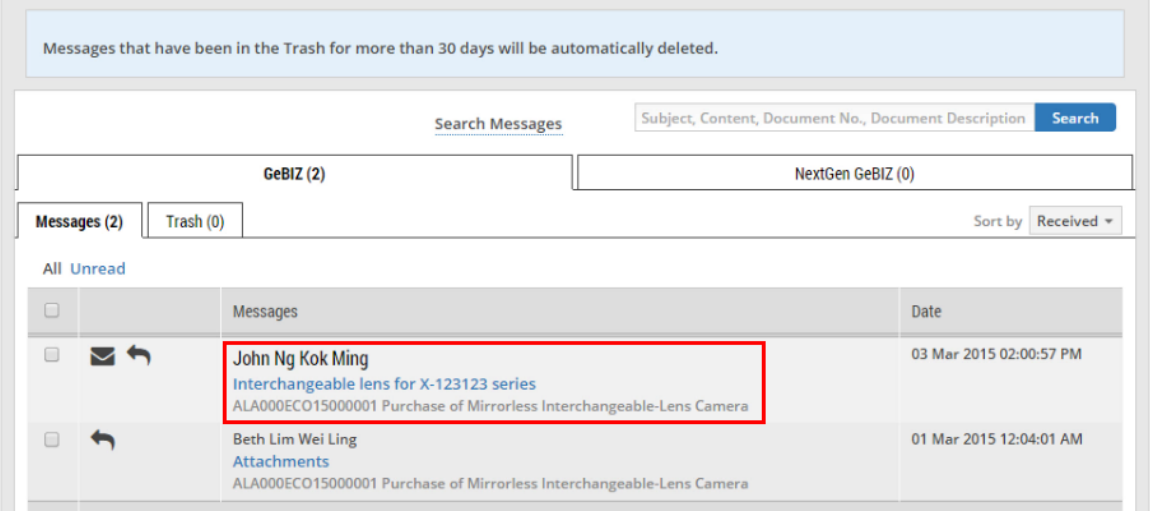
More Information

Use the Message Inbox

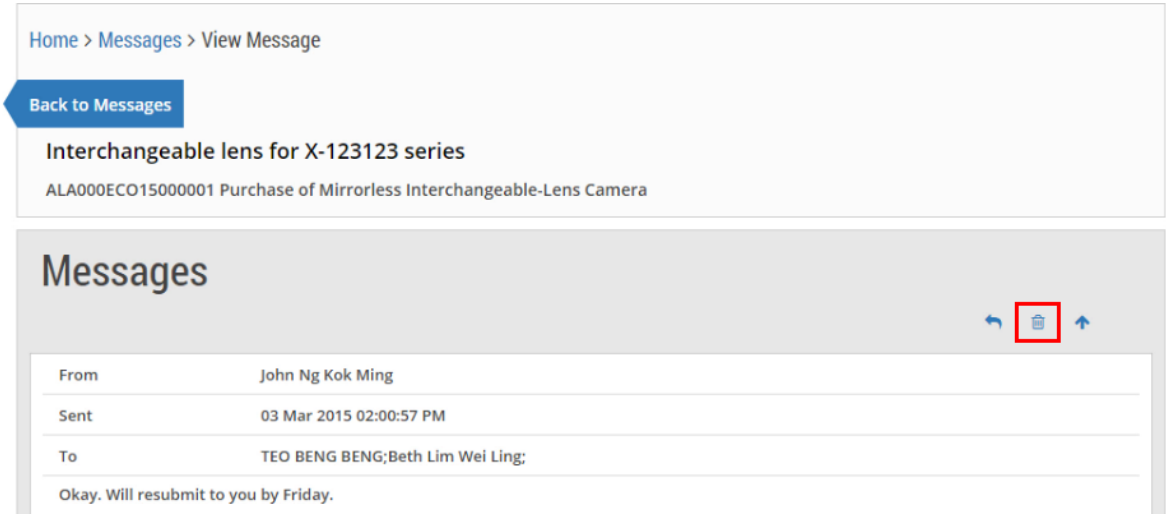
The following steps illustrate how to reply to a message using the Message Inbox.

1. From the “Messages” page, click on the message that you wish to delete.

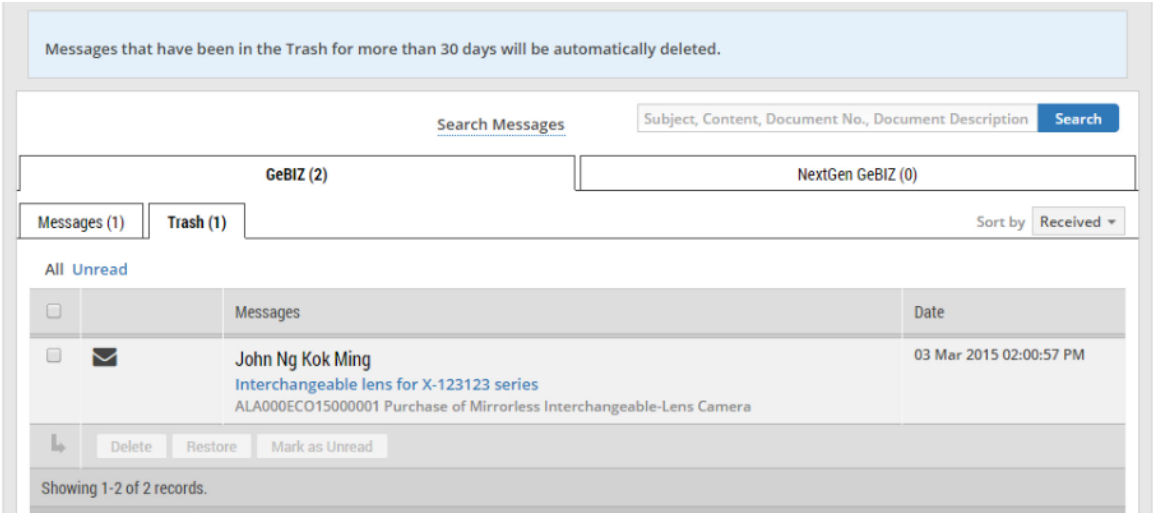
   Note: You may also delete a message by checking the box beside the message and then clicking the “Trash” button.

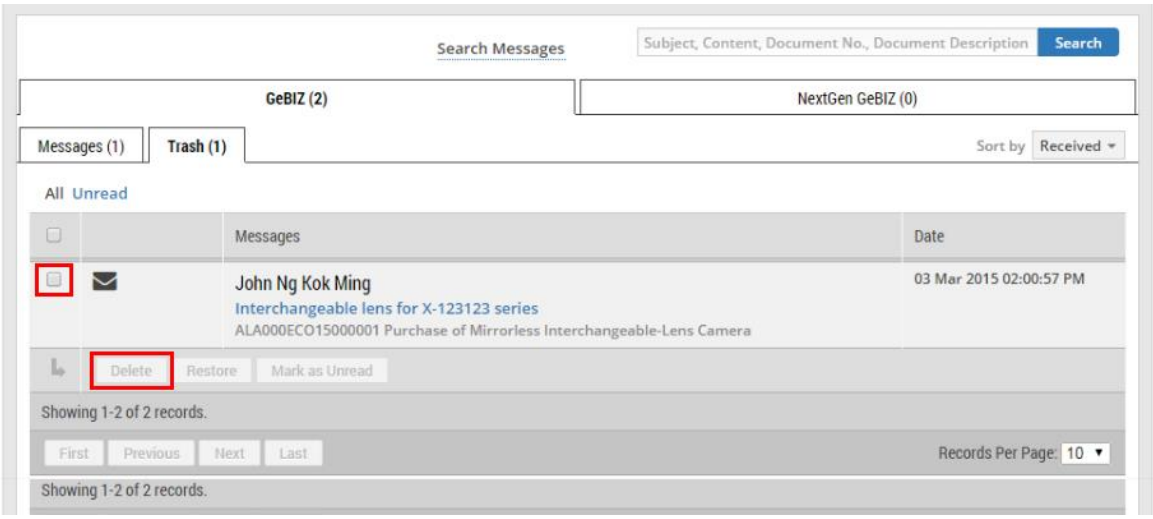


2. Then click on the “Trash” button as shown.



3. The message you just deleted will now be displayed under the “Trash” tab.



4. To delete this message permanently, check the box beside the message and click “Delete”.

   Note: Messages that have been in the “Trash” tab for more than 30 days will be deleted automatically.